



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 11-15-2005**

Robbins Library Board of Trustees  
November 15, 2005

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Patricia Deal was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

The minutes of the October 6<sup>th</sup> meeting were approved, with corrections, on a motion by Ms. Fennelly; seconded by Ms. Muldoon.

### Communications

1. Ms. Loud attended the Board of Selectmen's meeting at which the town's Transportation Advisory Committee gave its recommendations regarding the crosswalk at Library Way and Massachusetts Avenue. The Selectmen approved the recommendations. Ms. Loud distributed the report to the trustees.
2. Press release regarding the award to Branch Librarian Page Lindsay as Librarian of the Year by the New York Times.

### Director's Report

The Board reviewed the monthly report for October. It was agreed that once the bench in memory of Rosalind Kantrowitz is installed, a press release will be sent to the Arlington Advocate.

### FY07 Budget Update

A summary spreadsheet was distributed. Shown were: FY06 budget figures, the FY07 request amounts and the difference (dollar figures plus %). Ms. Loud is awaiting a meeting with the Town Manager regarding the budget.

### Reading Room Rental Policy

Discussion took place regarding wording and items for inclusion. A warrant article will be prepared to create a revolving fund for the revenues raised. Ms. Fennelly made a motion to approve the policy; seconded by Ms. Radochia. Passed unanimously.

### Fundraising

The development sub-committee of the Board met prior to the full meeting. A mission statement was discussed. The issue of donor database software was revisited. Ms. Diminture will explore the use of eTapestry, an online application service provider and eBase, a stand-alone database software. She will also discuss these possibilities with the Friends of the Library Board of Directors, as the Friends may decide to jointly use the software. Because of time constraints, this year's fundraising solicitation will use the existing database software. The 501(c)(3) incorporation documents have been completed and will be forwarded to the Internal Revenue Service within a week. Even though this status is pending, the newly created foundation, The Robbins Library Foundation, may begin acting as a 501(c)(3) entity. This foundation is separate from the Board of Trustees of the Robbins Library, but initially, all Board members will serve as foundation board members. Other members may eventually be added. An annual meeting will be held. Ms. Ruderman will survey approximately twelve libraries that have 501(c)(3) foundations. The IRS requires non-profits with at least \$25,000 in annual income to make financial filings. Initial revenues to the foundation will come from corporate matching gifts. Ms. Fennelly made a motion; seconded by Ms. Radochia, to authorize Ms. Ruderman to take responsibility for the decisions surrounding document filing. Passed unanimously. The draft of the 2005 fundraising solicitation letter to individuals, prepared by Ms. Ruderman, was distributed for review. It will be noted that the library is now able to accept corporate matching gifts. The Board would like to expand the list of potential donors this year, so all trustees were asked to provide ten names for inclusion in this year's solicitation.

#### Memorial Lecture Series

Ms. Loud spoke to Jack Hurd of the Board of Selectmen regarding the idea of a joint lecture series in memory of Margaret Spengler. He suggested discussing the idea with her family. Ms. Radochia agreed to do this by the end of the calendar year. With a positive response, the trustees would then request placement on the selectmen's agenda to request co-sponsorship of the series and finalize plans.

#### Wireless Project

This project, which would provide wireless access to the public, was first proposed approximately two years ago. A donor who promised to provide funding for the equipment declined to go forward. The library is committed to providing this service, which is frequently requested by patrons. The Friends of the Robbins Library have already voted to provide installation funds. Ms. Ruderman made a motion; seconded by Ms. Radochia, to authorize Ms. Loud to spend up to \$2,500 from the Furniture and Equipment donor fund for the wireless equipment. Passed unanimously.

#### Outline of Annual Report

The outline proposed by Ms. Loud was approved on a motion by Ms. Fennelly; seconded by Ms. Radochia. Passed unanimously.

#### Robbins Print Fund Request

Vicky Slavin requested funds in the amount of \$5,762 for the following expenditures: purchase of new art prints, supplies and print bins, repair of existing prints and coordinator and page salaries. Carryover funds reduce this request to \$3,063. Ms. Fennelly made a motion; seconded by Ms. Ruderman, to approve this amount. Passed unanimously.

#### Adjournment

The meeting was adjourned at 9:25 PM on a motion by Ms. Fennelly. The next meeting will take place on December 13<sup>th</sup> at 7:15 PM.

Respectfully submitted,

Cynthia Diminture